

EARLY CHILDHOOD SERVICES BUREAU



Montana Child and Adult Care Food Program Winter 2014

The mission of the Early Childhood Services

Bureau is to improve the quality, affordability and accessibility of child care in Montana, with focused efforts on coordinated systems to best meet the needs of young children, their families, and the professionals who work on behalf of young children and families.

INSIDE THIS ISSUE:

CACFP Meal Count Totals	2
Welcome New Centers!	2
From Diane's Desk: New Year's Resolutions	2
It Pays to Serve Suppers in the At-Risk Afterschool Program	3
Public Notifications, Advertisements and Civil Rights	4
Are Your Employees Good Role Models?	5
How Does Your Garden Grow?	5
New Year Fresh Start!	6
Upcoming Events	6
Contact us!	6

New! Food Safety and Infectious Diseases Fact Sheets

The U.S. Department of Agriculture and Clemson University, South Carolina, have released new Child Care Training Fact Sheets for child care personnel. The collection is titled Safe Food Handling, Hygiene, and Sanitation Practices in Child Care by Cortney Miller, Angela Raser and Ro-

man Sturgis, 2013. All of the fact sheets are in PDF files at the Partnership for Food Safety Education at www.fightback.org. The topics include: hand hygiene, sanitation, handling food, diapering, vomiting and fecal episodes, excluding sick children and workers, and outbreaks. Each topic gives the public health reasons for the action

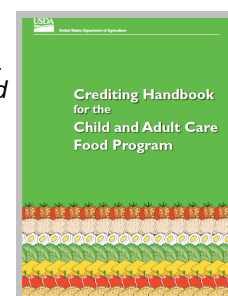
and the practices to follow. The science is detailed but also readable. References are given for each topic. This is great new material for professional education and training for food service staff and for all employees in child care.

~Mary Musil, RD
Manager, CACFP

New Handbook!

USDA FNS has just released a new publication entitled [Crediting Handbook for the Child and Adult Care Food Program](#). This resource compliments the *Food Buying Guide for Child Nutrition Programs* by providing information on foods commonly used in the CACFP. It incorporates and updates crediting information in previous publications *What's in a Meal?* and *Crediting Foods in the Child and Adult Care Food Program*. The handbook is overall a valuable addition to resources for our CACFP.

~Mary Musil, RD
Manager, CACFP



Best Beginnings Child Care Scholarship Program: Online Invoicing

In response to feedback from providers, the Early Childhood Services Bureau created online invoicing to make it easier for providers to invoice and track children of families on the

Best Beginnings Child Care Scholarship program. Some of the benefits are:

1. View invoice status
2. Review multiple invoices
3. Receive Statements of Reimittance
4. View archived documents
5. Receive alerts

6. Aligns with Provider Rights & Responsibilities

7. Access information and explanations of invoice processes

8. Interface with Child Care Under the Big Sky database

Providers caring for families who receive the Best Beginnings Child Care Scholarship can go to:

www.bestbeginnings.mt.gov to sign up.

~Carrie Leu, Manager,
Child Care Unit



CACFP Meal Count Totals July–September 2013

436,560 Breakfasts

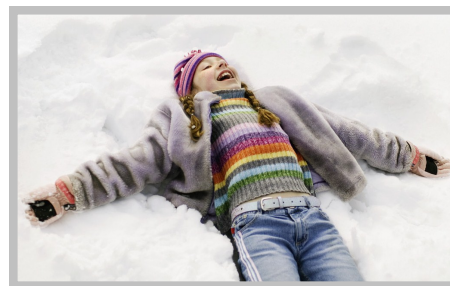
518,211 Lunches

60,293 Suppers

597,179 Snacks

1,612,243 Total Meals and Snacks Served!

Look for 2013 grand totals in the next newsletter



Welcome New Centers!

- Frazer School, Frazer
- Hot Springs School, Hot Springs
- Little Angel Daycare & Preschool, Helena
- Kasie's Childcare & Learning Center, Libby

From Diane's Desk: New Year's Resolutions



Did you know?

The USDA has regulatory authority over meat, poultry and processed eggs, and the FDA is responsible for all other foods.

It's one of the most common New Year's Resolutions made each year – being “healthier”. For some people, this means visiting the gym a few days a week. Others might plan to add more fruits and veggies to their diet, or swap some less-healthy foods with more nutritious alternatives.

As participants in the Child and Adult Care Food Program, you already have a great foundation when it comes to healthy meals and snacks, and those choices don't just affect you but instead have the benefit of impacting large numbers of children throughout the state, at a time in their lives when good eating habits are most easily established. Congratulations on your positive impact to our future!

As we start a new year, are you considering any resolutions to improve your work through the CACFP? There are lots of things that can make a big difference! Following are just a few examples:

- **Family-style meal service.** Is it already implemented at your center? Are the adults eating with the children every day? If one item is passed around the table successfully at meal

time, could the kids be ready to help themselves to a second item?

- **Record-keeping.** Do you think your system of maintaining required CACFP paperwork is as efficient as possible? If surprised by an unannounced review, could you find all required documents easily?
- **Menus.** Are there places you could add more variety to your menus? Maybe just trying a different “in-season” fruit or alternate source of protein could be an unexpected boost to already healthy menu. It doesn't need to be drastic, small changes can have big benefits!
- **Online resources.** If you aren't already using the online system for claims, why not give it a try? You may find it saves time and mailing costs! Also, take some time to look over the CACFP website and use any of the great resources there.

We look forward to the new year, and working together for the benefit of Montana's children!

~Diane Edgar, Administrative Assistant

It Pays to Serve Suppers in the At-Risk Afterschool Program!

How often have you heard the phrase “It all adds up”? Well, it’s true and pretty obvious when you compare this year’s At-Risk Afterschool Meals Program numbers with last year’s numbers. If you compare the numbers from October 2012 with the numbers from October 2013 a stark reality emerges. Since 2012 there has been a big push to increase the number of suppers served to the kids attending afterschool programs and the numbers show the results.

While current participation numbers have not changed all that much from 2012 to 2013, the big change is in the number of suppers being served and the resulting change in provider reimbursements. In 2013 the number of suppers served went up by 10,782, which is almost **ten times** the number of suppers that were served in 2012! (It’s also almost 12,000 more than were being served in 2011!) Conversely the number of snacks served went down by almost 3,500 as some centers replaced their snack meal service with a supper meal service. In

October 2012, the CACFP provided a total of \$21,861.74 in reimbursements to the At-Risk Afterschool Programs and in October 2013, that number ballooned to a whopping \$54,003.08! That’s \$32,141.34 more in federal reimbursements than the year



before, which is more than **double** the reimbursement!

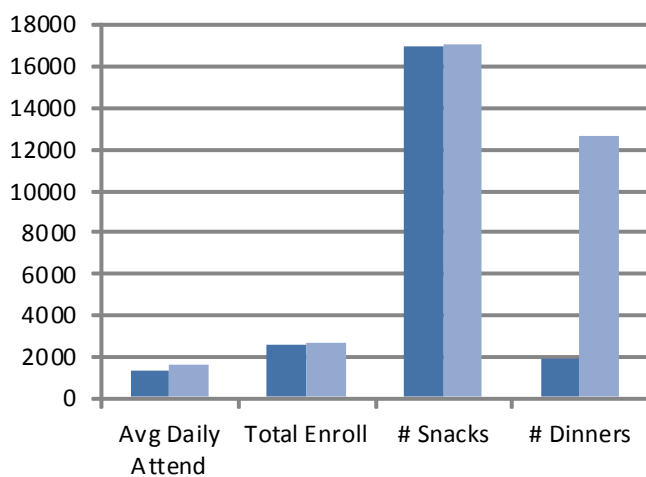
In reviewing the data, three institutions stand out. One of the institutions replaced all of their snacks with suppers, one institution added suppers in addition to their snacks and one center continued serving both snacks and suppers but decreased the number of snacks and increased the number of suppers served. All three centers did not experience a huge increase in their average daily

attendance, and in fact one institution lost a few and the other two added 4 and 17 children respectively. All three **more than doubled their monthly reimbursement** while one institution actually saw their monthly reimbursement **multiply by five!**

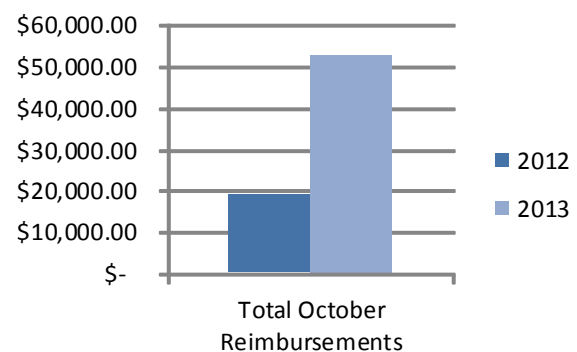
The key lies in serving suppers and the larger reimbursement they bring. Suppers do not have to be elaborate affairs and really only require adding three components. By making this change to your programming it becomes a win-win situation for everyone involved. Your reimbursement amount will increase by more than \$2 per child per meal but more importantly you will also be making a greater effort to alleviate hunger for the children you serve.

We are more than happy to help anyone who would like to make this change. There are menu suggestions on our website and we are willing to provide assistance in any other way that we can.

~Noele Bryson, Program Specialist



At-Risk Afterschool Meals Program Data



Public Notification, Advertisements and Civil Rights

Last fall, Evelyn McGregor USDA Civil Rights Regional Director presented a civil rights training in Helena on September 11, 2013. One topic of discussion from the training included public notifications, advertisements and the civil rights statement. Evelyn helped clarify requirements of public notification for institutions that participate in the CACFP.

A notification is to make something officially known. Facilities participating in the CACFP are required to notify the public by:

1. Contacting three grassroots organizations in their area to announce their participation in the CACFP.
2. Displaying the "And Justice For All" poster in a prominent place.
3. Providing the nondiscrimination statement on all information distributed to parents, including handbooks, brochures, newspapers and websites.
4. Making CACFP information available to the public upon request.

All public notifications must include the nondiscrimination statement and the procedure to file a complaint.

An advertisement is a form of notification announcing a product for sale. If the advertisement mentions meals, it must include the nondiscrimination statement along with the procedure to file a complaint. If the notification or advertisement material is too small to permit the full nondiscrimination statement, at a minimum include the short version: "This institution is an equal opportunity provider and employer." **This must be done in a font no smaller than the text.*

MT CACFP recommends that the following is placed in the institution's parent handbook and

reviewed with parents and/or guardians of beneficiaries and potential beneficiaries.

Meal Service

[Full business name of child care center] participates in the U. S. Department of Agriculture's (USDA) Child and Adult Care Food Program

(CACFP). The Montana CACFP is administered by the State of Montana Department of Public Health and Human Services Early Childhood Services Bureau, PO Box 202925, Helena MT 59620. The MT CACFP can be reached by phone at 1-888-307-9333. By participating in the MT CACFP, our center receives federal financial assistance toward the cost of serving nutritious meals and snacks to the children (or adults) in our care. Meals served meet the nutrition requirements estab-



lished by the USDA. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

~Vicki Anfinson,
Program Specialist

"It's never too late to change."

~Evelyn McGregor, Civil Rights Director Mountain Plains Region, USDA

Are Your Employees Good Role Models?

From early infancy, children learn through their interactions with others. Young children follow examples so it is very important that all staff members model healthy eating practices. As the children are eating, they are also observing everything that the staff members are doing. Therefore, is the attitude in check, how is the behavior at the table, and most importantly, is the staff eating healthy?

It is important for the children to see staff enjoying healthy foods and beverages during meal service and throughout the day. Staff should never consume less healthy foods (especially sweets, soda and fast foods) in front of the children.

What can staff do?

Staff can try new foods with the children. The children will be more willing to taste an unfamiliar food if the staff, whom they trust, are also eating the new food. This is a perfect time to share and compare experiences. Open ended questions about how the foods look, taste, and smell can become great mealtime conversations.

When a child tries a new food, it is important to praise the action. Praise serves as a positive reinforcement and makes it more likely that the behavior will be repeated.

Tips

1. Be consistent in your message. Eat only what the children are eating. Children are very quick to decide that something is not "fair." Do not create a double standard.
2. Engage children in conversation during mealtime about healthy eating habits. Example: Discuss where foods come from and the benefits to the child's body.
3. Serve "family style meals" so staff can sit and eat with the children instead of serving the meal. This is highly recommended by CACFP.
4. Children learn from adults what foods to eat or not to eat. Food comments should always be positive.

As an institution participating in the Child and Adult Care Food Program, having a policy in place that addresses this will help staff and parents know the expectations of the program. A sample policy for a "Parent Handbook" could read like this: *This child care program*

recognizes the importance of adults as positive role models for children as they learn to live healthy lives. All staff model appropriate behaviors for healthy eating in the presence of children. They do not consume foods and beverages such as candy and soda in front of the children. A sample policy for an "Employee Handbook" would be as follows: While in the presence of children, adults do not eat or drink any foods or beverages other than those offered to the children. Another sample policy for the "Employee Handbook" could be: The health and well-being of every staff member is important; therefore, we promote and provide activities and resources that support a healthy lifestyle and encourage staff members to serve as positive role models for the children.

~Deb Hansen, Program Specialist



How Does Your Garden Grow?

According to the Montana State University Master Gardener course, these three things can help you decide what to plant in your fruit and vegetable garden:

- What do you like to eat?
- What will bring maximum value to you?
- What would give you the most satisfaction?

Gardens can be large or small. Choose seeds suited to the location and the soil you have, hope for good weather, and enjoy your efforts!

~Mary Musil, Manager, CACFP

New Year Fresh Start!

The start of every new year is traditionally a time to reflect upon the year just ended and to make a fresh start. It's also a great time to make a fresh start in your operation of the CACFP by putting your records in order.

Typically when we are reviewing a center that is organized and has everything in place, we find accurate claims. Accurate claims mean we won't have to request a return of CACFP funds.

Your system of organization is yours and should be designed so that you can quickly locate the documents you need, not just in the event of a review or audit but also for your own purposes. You must always keep in mind that CACFP records must be kept for three years plus the current year.

Some of the methods we have found to be useful include the following:

- Make sure you are using the most recent unexpired CACFP forms.



- Put all of the current year's Income Eligibility Forms (IEFs) in one binder divided by free, reduced and paid determinations. Put the appropriate Monthly Attendance Record on top of each section.
- If a child withdraws from care, place their form in the back of the binder, but do not

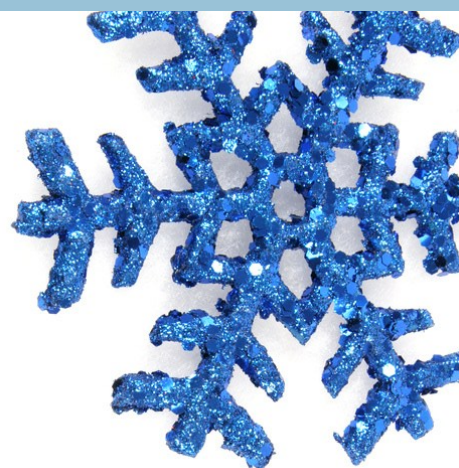
remove it completely as forms from the same year must be kept together.

- Each July remove the expired IEFs and Monthly Attendance Records and prepare them for storage.
- Organize CACFP records so that they are not all in one binder or folder. For example, don't keep your contract with IEFs. (IEFs must be kept confidential, your contract does not.)
- Keep all receipts, menus, food production records, pink sheets and sign in and out records organized by month. Archive them at the end of the year.
- Make sure all required postings are up and visible to all entering your facility. See the website under "Documents and Resources" for the list of posters required.

~Noele Bryson,
Program Specialist

Upcoming Events:

- ♦ Annual Sponsor WebEx Trainings: February 5, 12, 19, 26 9:00 - 10:00 am
- ♦ Quarterly At-Risk Afterschool Program Conference Call: April 9th, 1:30 pm
- ♦ Quarterly Sponsor Conference Call: April 16th 9:00 am



The USDA is an equal opportunity provider and employer. To file a complaint of discrimination, write:

United States Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, S.W.
Washington, DC 20250-9410



Or call:
Toll Free (866) 632-9992
Federal Relay Service (800) 877-8339
Spanish (800) 845-6136

CACFP Contact Information

111 North Jackson Street, 5th Floor
PO Box 202925

Helena, MT 59620-2925

Toll Free: (888) 307-9333

Telephone: (406) 444-1788

Fax: (406) 444-2547

Website: www.bestbeginnings.mt.gov

